Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

SHOW INFORMATION

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Black
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Black
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Saturday, January 16, 2016**	**8:00 AM - 11:00 PM**
Exhibit Hours:	**Sunday, January 17, 2016**	**9:00 AM - 5:00 PM**
	Monday, January 18, 2016	**9:00 AM - 5:00 PM**
	Tuesday, January 19, 2016	**9:00 AM - 4:00 PM**
Exhibitor Move-out:	**Tuesday, January 19, 2016**	**4:00 PM - 8:00 PM**
Freight Re-route Time:	**Tuesday, January 19, 2016**	**8:00 PM**

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Friday, December 18, 2015**	
Discount price deadline for standard Shepard orders:	**Friday, December 25, 2015**	
Discount price deadline for custom Shepard rentals:	**Friday, December 18, 2015**	
First day for warehouse deliveries without a surcharge:	**Friday, December 18, 2015**	
Last day for warehouse deliveries without a surcharge:	**Thursday, January 7, 2016**	
First day freight can arrive at show facility:	**Saturday, January 16, 2016**	**at 8:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Army Navy Military Expo
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Army Navy Military Expo
Rio All-Suite Hotel & Casino
3700 W Flamingo Rd
Las Vegas, NV 89103

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

ONLINE ORDERING INSTRUCTIONS

Shepard Exposition Services
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ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **Army Navy Military Expo**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = ANME16
   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?" and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com

PAYMENT AUTHORIZATION

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Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 25, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, *we require your credit card authorization to be on file before we process your order(s) for service* . We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - Army Navy Military Expo
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____
COMPANY ADDRESS: _____ **PHONE:** _____
CITY, ST, ZIP: _____ **FAX:** _____
CONTACT NAME: _____ **EMAIL:** _____

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: _____ **Expiration Date:** Month ____ Year ____

Billing Address: _____
City, ST, Zip: _____ **Security Code:** _____
Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.*

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **lasvegas@shepardes.com**

SHEPARD TERMS & CONDITIONS

Army Navy Military Expo

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 25, 2015

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____
☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month / Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: lasvegas@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

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Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Deadline Date: December 18, 2015

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

Shepard | the YOU! experience

Army Navy Military Expo

Rio All-Suite Hotel & Casino - Las Vegas, Nevada | January 17 - 19, 2016

(404) 720-8652 (404) 720-8757 ESSRentals@shepardes.com

EVENT CODE	DISCOUNT DEADLINE
L114450116	December 18, 2015

Signature Series
FABEX Booth Rentals

***FX1 Backwall*: Freestanding 10' or 20' Backwall with full color graphics**
***Backlit version also available**

***FX2 Package*:**
10' Full color fabric back wall with 40" high freestanding counter
20' Full color fabric back wall with 40" high freestanding double counter
***Backlit version and mounted monitor also available**

***FX3 Package*:**
10' Full color fabric back wall with inset and (1) 40" high freestanding counter
20' Full color fabric back wall with (1) 40" high freestanding single counter
***Backlit version and mounted monitor also available**

***FX4 Package*:**
10' Full color fabric back wall with header and (1) 40" high freestanding counter
20' Full color fabric back wall with header and (2) 40" high freestanding single counter
***Backlit version and mounted monitor also available**

Package Options and Pricing

	FABEX Signature Backwall 1		
	QTY	Item Description	Standard
66530		10' Freestanding back wall	1080.00
66531		10' Backlit Freestanding wall	1560.00
66532		20' Freestanding back wall	1836.00
66533		20' Backlit Freestanding wall	2436.00

	FABEX Signature Package 2 **		
	QTY	Item Description	Standard
66534		10' Backwall Package	1800.00
66535		10' Backlit Wall Package	2280.00
66536		20' Backwall Package	3120.00
66537		20' Backlit Wall Pacakge	3720.00

	FABEX Signature Package 3 **		
	QTY	Item Description	Standard
66538		10' Backwall Package	2640.00
66539		10' Backlit Wall Package	3120.00
66540		20' Backwall Package	3984.00
66541		20' Backlit Wall Pacakge	4584.00

	FABEX Signature Package 4 **		
	QTY	Item Description	Standard
66542		10' Backwall with header	2220.00
66543		10' Backlit wall with header	2700.00
66544		20' Backwall with header	3480.00
66545		20' Backlit wall with header	4080.00

☐ **** Add *mounted monitor* to the back wall** (66546) **for the Series 2, 3, or 4 options!**

Qty	Price
	1500.00

All FABEX Signature Packages must be ordered 30 days before move in for availability.

Approved, print ready graphics MUST be received 30 days from show for standard pricing.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total FABEX Signature Packages:	$
8.100% Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

Army Navy Military Expo

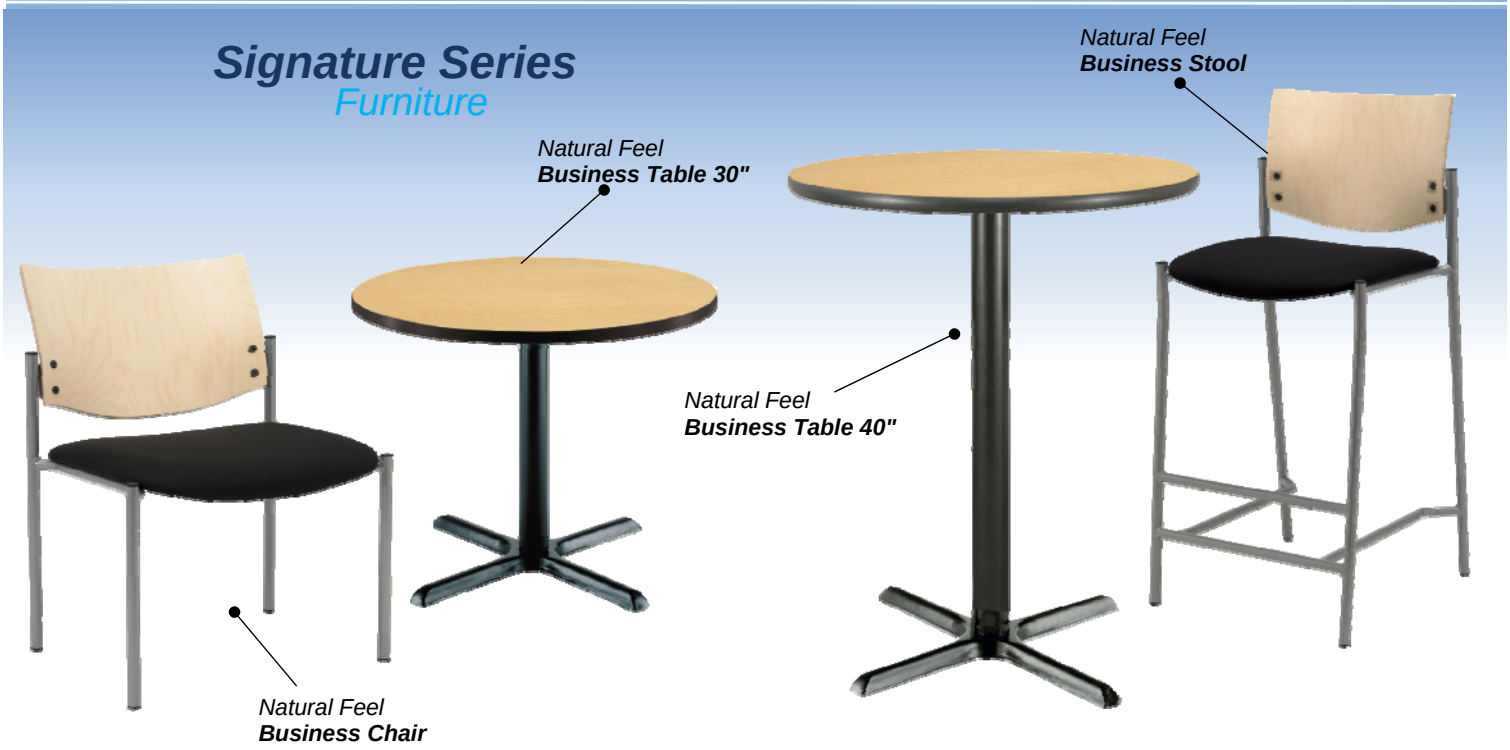
Rio All-Suite Hotel & Casino - Las Vegas, Nevada | January 17 - 19, 2016

(702) 507-5278 (702) 948-0341 lasvegas@shepardes.com

EVENT CODE: L114450116

DISCOUNT DEADLINE: December 18, 2015

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table

Available Colors:

Promotional Furnishings

Lighting & Accessories

Natural Feel Furniture

	Qty.	Item	Discount	Regular	Amount
50704		Natural Feel Business Chair	142.15	184.80	
50705		Natural Feel Business Stool	173.05	224.95	
50706		Natural Feel Business Table 30"	290.45	377.60	
50707		Natural Feel Business Table 40"	302.80	393.65	

Natural Feel Accessories

	Qty.	Item	Discount	Regular	Amount
50709		Natural Feel Floor Lamp	154.50	200.85	
50710		Natural Feel Table Lamp	111.25	144.65	
50708		Natural Feel Waste Receptacle	68.00	88.40	

Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	241.00	
	Red - Fabric Table Cover w/Table	241.00	
	Blue - Fabric Table Cover w/Table	241.00	
	Black - Fabric Table Cover w/Table	241.00	

Promotional Furnishings

	Qty.	Item	Discount	Regular	Amount
50713		Promotional Furnishings Table	*Call for Quote*		
50714		Promotional Furnishings Stool*	*Call for Quote*		

***Promotional Stools must be ordered 30 days prior to show.**

No refunds or cancellation once order has been placed.

All Signature Series Furnishings must be ordered 30 days before move in for availability.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	$
8.100% Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.
*All tax rates are subject to change.

(702) 507-5278 (702) 948-0341 lasvegas@shepardes.com

EVENT CODE: L114450116

DISCOUNT DEADLINE: December 25, 2015

Booth Cleaning

Carpet is delivered clean, but may become dirty during setup.
Booth cleaning is suggessted at least once prior to show opening.

Orders based on 100 Sq Ft Minimum
All cancelations must be received 48 hours prior to show opening

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming

Vacuum Once

	Sq Ft	Item	Discount	Amount
47050		0-399 sq ft	0.41	0.55
47501		400-900 sq ft	0.35	0.45
47052		900+ sq ft	0.30	0.40

Vacuum Once with One Touch Up

	Sq Ft	Item	Discount	Amount
47045		0-399 sq ft	0.51	0.65
47046		400-900 sq ft	0.45	0.60
47047		900+ sq ft	0.40	0.50

**Touch Up Service Date:* _____

Daily Vacuum

	Sq Ft	Item	Discount	Amount
47055		0-399 sq ft	1.23	1.60
47056		400-900 sq ft	1.10	1.45
47057		900+ sq ft	1.00	1.30

Porter Service

Booth Porter Services

	Qty.	Item	Discount	Amount
47030		Porter Service Once	0.50	0.65
47031		Daily Porter Service	1.45	1.90

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

Mopping/Shampooing

Mopping

	Sq Ft	Item	Discount	Amount
47042		Once Before Initial Opening per sq. ft.	0.55	0.70
47022		Daily per sq. ft.	1.35	1.75

Shampooing

	Sq Ft	Item	Discount	Amount
47013		Once Before Initial Opening per sq. ft.	0.55	0.70

Display Wipe Down

Display Wipe Down **2 hr minimum per day*

	Hours	Item	ST	OT
47043		Once Before Initial Opening	102.00	153.00
	Hrs per day	Item	ST	OT
47044		Daily service	102.00	153.00

Date _____ Start Time _____
Date _____ Start Time _____
Date _____ Start Time _____
Date _____ Start Time _____

Please note: booth cleaning and porter service are non-taxable for this show.

☐ Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

☐ Yes, I have completed and included the payment Authorization Form.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Cleaning:	$
8.100% Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

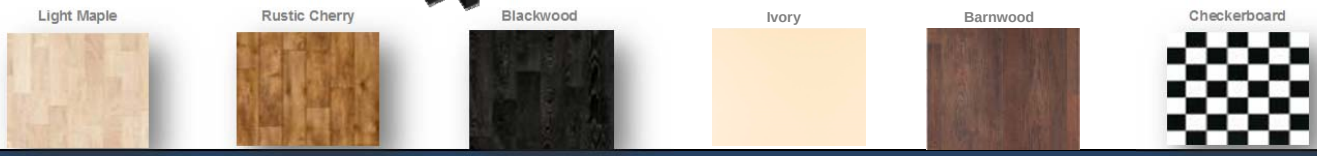
(702) 507-5278 (702) 948-0341 lasvegas@shepardes.com

EVENT CODE L114450116

DISCOUNT DEADLINE December 18, 2015

Signature Series Flooring

Elevated ***Hardwood Flooring***



Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

_____ (length) X _____ (width) = _____ sq. ft.

Premium Plush Carpet ***(46004)***

	Sq. Ft.	Item	Per Sq. Ft	Amount
(22)		Navy	9.35	
(74)		Crimson	9.35	
(73)		Graphite	9.35	
(03)		White	9.35	
(06)		Black	9.35	
(90)		Hot Pink	9.35	
(91)		Electric Blue	9.35	
(77)		Bay Blue	9.35	
(48)		Hunter	9.35	
(99)		Sun Gold	9.35	
(98)		Paprika	9.35	
(07)		Burgundy	9.35	

Premium Vinyl Floor ***(46005)***

	Sq. Ft.	Item	Per Sq. Ft	Amount
(83)		Light Maple	12.10	
(84)		Rustic Cherry	12.10	
(80)		Blackwood	12.10	
(31)		Ivory	12.10	
(85)		Barnwood	12.10	
(82)		Checkerboard	12.10	

Elevated Hardwood Floor

	Sq. Ft.	Item	Per Sq. Ft	Amount
50712		Light Oak - Elevated Hardwood Floor	*Call for Quote*	
50711		Dark Oak - Elevated Hardwood Floor	*Call for Quote*	

**** Please refer to the labor order form to order labor for the installation of your elevated floor***

All Signature Series Flooring must be ordered 30 days before move in for availability.

Minimum 100 square feet is required per flooring order.

Total Signature Flooring:	$
8.100% Tax*:	$
Amount Due:	$

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Authorized Signature:

_____

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.

BOOTH CARPETING

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 25, 2015

Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	6.60	8.60	
46003		Rental 1000+/sq.ft	5.70	7.40	

Rental includes installation and removal of carpet and visqueen.
Minimum 100 sq. ft. required.

PURCHASED PREMIUM CARPET

	Qty.	Item	Discount	Regular	Amount
46002		Purchase/sq.ft.	15.80	20.55	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=	sq. ft.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.10	1.45	
50008		1" Padding	2.45	3.20	
50010		Visqueen	0.35	0.45	

EXPO CARPET - 13 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	225.70	293.40	
50256		10' x 20'	429.70	558.60	
50257		10' x 30'	641.00	833.30	
50258		10' x 40'	852.10	1107.75	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

	Qty.	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	5.05	6.55	
50581		400 - 900 sq ft	4.55	5.90	
50582		900+ sq ft	4.15	5.40	

Rental includes installation and removal of carpet and visqueen protective covering.
*Minimum 100 square feet

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting	$
8.10% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
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*** All tax rates are subject to change.**

EXPO FURNISHINGS

Army Navy Military Expo

January 17 - 19, 2016

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Discount Deadline: December 25, 2015

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TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	128.40	166.90	
50046			6'L X 30"H	157.80	205.15	
50050			8'L X 30"H	199.90	259.85	
50043			4'L X 42"H	156.05	202.85	
50047			6'L x 42"H	199.85	259.80	
50051			8'L x 42"H	235.00	305.50	
50052			4th Side 30"	78.05	101.45	
50171			4th Side 42"	78.05	101.45	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	91.45	118.90	
50044		6'L X 30"H	109.15	141.90	
50048		8'L X 30"H	128.70	167.30	
50041		4'L X 42"H	103.00	133.90	
50045		6'L x 42"H	128.70	167.30	
50049		8'L x 42"H	143.60	186.70	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	51.80	67.35	
50084			6'L X 6"H	66.80	86.85	
50086			8'L X 6"H	89.45	116.30	
50083			4'L X 12"H	112.10	145.75	
50085			6'L x 12"H	139.55	181.40	
50087			8'L x 12"H	155.45	202.10	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.65	34.65	
50078		6'L X 6"H	37.45	48.70	
50080		8'L X 6"H	48.50	63.05	
50077		4'L X 12"H	51.65	67.15	
50079		6'L x 12"H	73.80	95.95	
50081		8'L x 12"H	90.10	117.15	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	81.80	106.35	
50021		Arm Chair	113.70	147.80	
50024		Stool w/back	135.85	176.60	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	22.75	29.60	
50094		Floor Easel	46.15	60.00	
50245		Literature Rack	170.40	221.50	

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	225.65	293.35	
50092		Coat Rack	80.10	104.15	
50093		Garment Rack	225.65	293.35	

Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	95.15	123.70	
50095		Sign Holder, 22x28	105.10	136.65	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	17.65	22.95	

Please select sateen color from below:

☐ Red (01)	☐ Gold (04)	☐ Burgundy (07)
☐ Green (02)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Teal (13)

Total Expo Furnishings:	$
8.100% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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SPECIALTY FURNISHINGS & ACCESSORIES

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SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	86.10	111.95	
51090		Director's Stool	154.10	200.35	
51089		Ped. Table,42"	225.95	293.75	
50032		Ped. Table,30"	215.50	280.15	
50030		Rnd Side Table	108.50	141.05	
50031		Sq. Side Table	108.50	141.05	

SHOWCASES

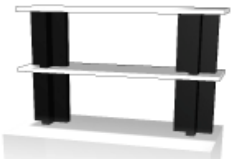
Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	850.40	1105.50	
50068		Full View 6'	937.90	1219.25	
50069		Quarter View 4'	850.40	1105.50	
50070		Quarter View 6'	937.90	1219.25	

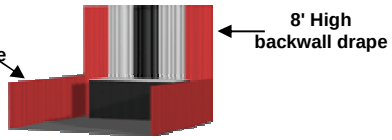
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	42.35	55.05	
50088		8' Upright	29.80	38.75	
50349		6'-10' Crossbar	19.85	25.80	
50348		7'-12' Crossbar	19.85	25.80	
50296		4' x 12" Display Riser *	95.30	123.90	
50297		6' x 12" Display Riser *	118.60	154.20	

** These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.*



GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	203.35	264.35	
50237		2'x8' w/o legs, each	152.40	198.10	
50242		7-Ball Waterfall	14.00	18.20	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD

50065

50061

50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	275.35	357.95	
50061		4' x 8' Vert.	275.35	357.95	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	21.60	28.10	
50074		3' High	16.00	20.80	

Choose Color: **Minimum 10 linear feet rental required**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Total Specialty Furnishings/Accessories:	$
8.100% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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http://www.shepardes.com/intro.asp

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	758.15	985.60	
	LSM	672.20	873.85	
	OCB	551.15	716.50	
	Heathrow			
	HEA08	838.30	1089.80	
	HS008	2199.35	2859.15	
	HCH08	653.50	849.55	
	HC008	703.90	915.05	
	Naples			
	NPLSOF	1056.70	1373.70	
	NPLCHR	737.50	958.75	
	NPLLOV	888.70	1155.30	
	Roma			
	CHR003	648.85	843.50	
	SFA003	995.00	1293.50	
	Tangiers			
	TANSOF	838.30	1089.80	
	TANCHR	543.90	707.05	
	Miscellaneous Seating			
	SO1	859.80	1117.75	
	BCW	1035.80	1346.55	
	OCH	957.65	1244.95	
	SWAN	451.90	587.45	
	Ottomans			
	OTS	307.20	399.35	
	END02B	451.90	587.45	
	END02W	451.90	587.45	
	BNO08	519.10	674.85	
	BNO75	519.10	674.85	
	OTL	495.05	643.55	
	OTK	495.05	643.55	
	OTH	156.30	203.20	
	VIB02	164.40	213.70	
	OSC	144.55	187.90	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	363.40	472.40	
	C1F	332.20	431.85	
	C1C	341.95	444.55	
	AURA	183.10	238.05	
	ETBL	224.95	292.45	
	NEMSAC	367.90	478.25	
	TMBTBL	216.70	281.70	
	COLI	302.80	393.65	
	End Tables			
	E1E	341.95	444.55	
	E1F	310.70	403.90	
	E1C	320.50	416.65	
	EOLI	268.80	349.45	

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	555.05	721.55	
	CF2 (60"L)	535.45	696.10	
	CE1 (42"L)	383.05	497.95	
	CF1 (42"L)	363.40	472.40	
	Graphite Nebula - 29" High			
	CB2 (6'L)	590.80	768.05	
	CB3 (8'L)	725.05	942.55	
	CB1 (42"RND)	490.50	637.65	
	Mahogany - 29" High			
	CC6 (6'L)	555.05	721.55	
	CC7 (8'L)	683.95	889.15	
	CC8 (10'L)	1088.45	1415.00	
	CC5 (42"RND)	487.80	634.15	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	394.75	513.20	

CONFERENCE CHAIRS & OCCASSIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	586.25	762.15	
	SC9	257.95	335.35	
	Luxor - Black Leather			
	XC1	555.05	721.55	
	Altura - Black Crepe			
	XC6	428.05	556.45	
	XC5	471.00	612.30	
	Brewer			
	SC3	228.65	297.25	
	Miscellaneous Chairs			
	SC8	194.75	253.20	
	SC1	244.25	317.55	
	SC4	244.25	317.55	
	OCA	354.20	460.45	
	LABREA	519.10	674.85	
	MADGRY	535.50	696.15	
	PROEXE	468.70	609.30	
	RSTDIN	183.10	238.05	
	CH002	149.50	194.35	
	DUET	82.30	107.00	
	XCHR	132.70	172.50	
	SCE *	171.30	222.70	

**** The SCE chair is also available in green, white, and black. Please contact Shepard if you would like to order these colors.***

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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http://www.shepardes.com/intro.asp

BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	322.55	419.30	
	VTW	334.30	434.60	
	WTW	502.30	653.00	
	30" Round x 42" High			
	VTK	311.15	404.50	
	VTJ	311.15	404.50	
	VTG	310.80	404.05	
	VTC	311.15	404.50	
	WTJ	394.55	512.90	
	WTS	478.80	622.45	

VTJ-30"
VTN-30"

VTW-36"

WTW-30"

VTK-30"
VTP-36"

VTG

VTC

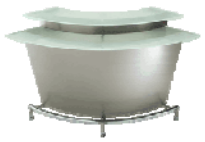
WTJ

WTS

**** These bar tables are available in a variety of colors. Please contact Shepard for more information.***

BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	1808.10	2350.55	
	BRC	5204.30	6765.60	



BR1

BRC

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Banana - Chrome, 30" High			
	BST	318.85	414.50	
	BSS	318.80	414.45	
	Oslo - 30" High			
	BSD	332.05	431.65	
	BSC	332.05	431.65	
	Miscellaneous			
	BSL (29"H)	252.30	328.00	
	BSN (29"H)	358.55	466.10	
	BCE (32"H)	294.05	382.25	
	BS003	380.10	494.15	
	RSTSTL	166.30	216.20	
	ROLLRD *	267.10	347.25	
	ROLLGY *	267.10	347.25	

BSL

BSC

BSD

RSTSTL

BST

BSS

BCE

BSN

BS003

ROLLRD *

ROLLGY *

**** These barstools are also available in white and black. Please contact Shepard for more information.***

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	299.75	389.70	
	ZTN	299.75	389.70	
	ZTQ	330.00	429.00	
	XTP	404.10	525.35	
	XTN	404.10	525.35	
	XTR	478.80	622.45	
	30" Round x 29" High			
	ZTK	269.45	350.30	
	ZTJ	269.45	350.30	
	XTK	371.90	483.45	
	XTJ	371.90	483.45	
	XTS	451.90	587.45	
	ZTG	316.30	411.20	
	30MHSC	349.55	454.40	

ZTP - 36"
ZTK - 30"

ZTN - 36"
ZTJ - 30"

ZTQ - 36"

XTP - 36"
XTK - 30"

XTN - 36"
XTJ - 30"

XTR - 36"

XTS - 30"

ZTG - 30"

30MHSC

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	144.20	187.45	
	CS9	144.20	187.45	
	Altura - Black Crepe			
	SY1	259.90	337.85	
	DF1	385.15	500.70	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDL	611.65	795.15	
	PMB36	347.60	451.90	
	PMB42	409.60	532.50	
	BC6	443.90	577.05	
	BC7	434.50	564.85	
	ET2	443.90	577.05	
	Training Room			
	JD6	748.50	973.05	
	Lateral Files			
	L26	550.25	715.35	
	L27	519.85	675.80	
	Refrigerator			
	R1Q	453.00	588.90	

PEDESTALS	COLOR	SIZE
PDL	Black	24"Lx24"Dx42"H
PMB36	Black	24"Lx24"Dx36"H
PMB42	Black	24"Lx24"Dx42"H

PDL

PMB36 & 42

BC6

BC7

ET2

JD6

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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*** All tax rates are subject to change.**

EXECUTIVE FURNITURE

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 25, 2015

***** Additional styles and colors are available online! *****

http://www.shepardes.com/intro.asp

LIGHTED PRODUCTS & LAMPS

Qty.	Item	Discount	Regular	Amount
	Lighted Ottoman & Table			
	CUBL20	259.55	337.40	
	CUBTBL	259.55	337.40	
	Lamps			
	LA15	268.20	348.65	
	LA14	181.70	236.20	
	Lighted Pedestals			
	PDL36W	603.10	784.05	
	PDL42W	720.70	936.90	
	PDL36B	603.10	784.05	
	PDL42B	720.70	936.90	

CUBL20

CUBTBL

LA14

LA15

PDL36W & 42W

PDL36B & 42B

PEDESTALS	COLOR	SIZE
PDL36W	White	24"Lx24"Dx36"H
PDL42W	White	24"Lx24"Dx42"H
PDL36B	Black	24"Lx24"Dx36"H
PDL42B	Black	24"Lx24"Dx42"H

GROMMETED TABLES

Qty.	Item	Discount	Regular	Amount
	Grommeted Tables			
	G30BMW	852.85	1108.70	
	G30DMW	686.00	891.80	
	G30CMW	454.25	590.55	
	G30BWW	852.85	1108.70	
	G30DWW	686.00	891.80	
	G30CWW	454.25	590.55	

Maple Top with Grommet Holes

G30BMW - 72"Lx26"Dx42"H

G30DMW - 72"Lx26"Dx30"H

G30CMW - 72"Lx26"Dx18"H

White Top with Grommet Holes

G30BWW - 72"Lx26"Dx42"H

G30DWW - 72"Lx26"Dx30"H

G30CWW - 72"Lx26"Dx18"H

MOBILE TABLET STANDS

Qty.	Item	Discount	Regular	Amount
	Mobile Tablet Stands			
	TBBCHR *	83.45	108.50	
	TBSHLF *	83.45	108.50	
	TBPNTR *	83.45	108.50	
	TBSDW	268.85	349.50	
	TBSTND	265.15	344.70	

**** Please note that all tablet stands must be ordered separately***

Tablets and electrical services are not included with this rental.

TBBCHR

TBSHLF

TBNTR

TBSDW

TBSTND

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Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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INLINE BOOTH RENTALS

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 18, 2015

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

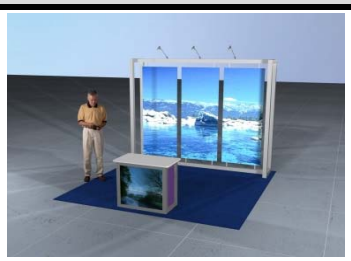
Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Eddie

Qty.	Description	Discount	Regular
	10' x 10'	3275.65	4258.35
	10' x 20'	5334.20	6934.45
	Subtotal		

(66470, 66471)

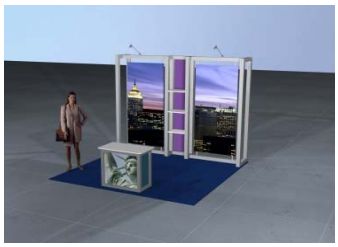
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2285.15	2970.70
	10' x 20'	4000.00	5200.00
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2834.50	3684.85
	10' x 20'	5382.00	6996.60
	Subtotal		

(66477, 66478)

The Madison

Qty.	Description	Discount	Regular
	10' x 10'	3437.35	4468.55
	10' x 20'	4073.90	5296.05
	Subtotal		

(66484, 66485)

The Grant

Qty.	Description	Discount	Regular
	10' x 10'	3628.25	4716.75
	10' x 20'	5028.65	6537.25
	Subtotal		

(66486, 66487)

The Harrison

Qty.	Description	Discount	Regular
	10' x 10'	3335.45	4336.10
	10' x 20'	4901.35	6371.75
	Subtotal		

(66492, 66493)

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****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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INLINE BOOTH RENTALS

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Exhibit Solutions Email: ESSRentals@shepardes.com

Army Navy Military Expo

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EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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- *Custom Design for Rentals
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- *Freight Management
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- *Installation/Dismantle
- *Custom Furniture Rental

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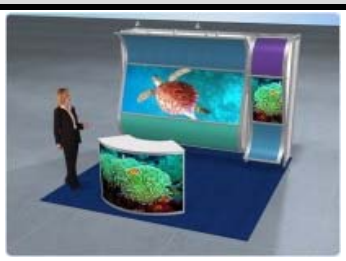
The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3558.25	4625.75
	10' x 20'	5378.75	6992.40
	Subtotal		

(66490, 66491)

The Lincoln

Qty.	Description	Discount	Regular
	10' x 10'	3373.70	4385.80
	10' x 20'	4646.75	6040.80
	Subtotal		

(66482, 66483)

The Roosevelt

Qty.	Description	Discount	Regular
	10' x 10'	3532.80	4592.65
	10' x 20'	5601.55	7282.00
	Subtotal		

(66488, 66489)

The Lucy

Qty.	Description	Discount	Regular
	10' x 10'	2100.60	2730.80
	Subtotal		

(66473)

The Dale

Qty.	Description	Discount	Regular
	10' x 10'	3666.50	4766.45
	Subtotal		

(66481)

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Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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ISLAND BOOTH RENTALS

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 18, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

*Custom Design for Rentals *Onsite Logistics Management *Freight Management

*Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

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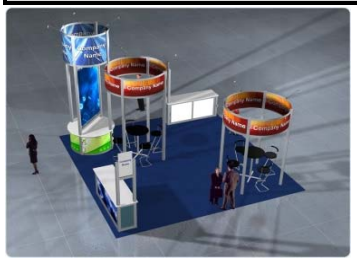
The Monroe

Qty.	Description	Discount	Regular
	20' x 20'	8338.70	10840.30
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12412.55	16136.30
Subtotal			

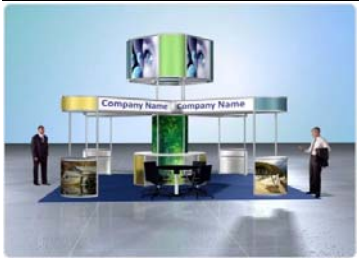
(66498)

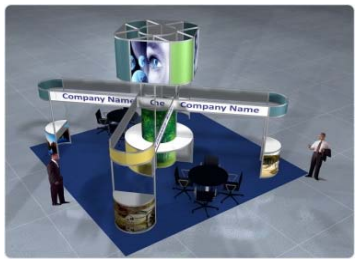
The Taylor

Qty.	Description	Discount	Regular
	20' x 20'	11661.40	15159.80
Subtotal			

(66480)

The Washington





Qty.	Description	Discount	Regular
	20' x 20'	11966.95	15557.05
Subtotal			

(66368)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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Please complete the following:

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Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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ISLAND BOOTH RENTALS

Army Navy Military Expo

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Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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- *Freight Management
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- *Installation/Dismantle
- *Custom Furniture Rental

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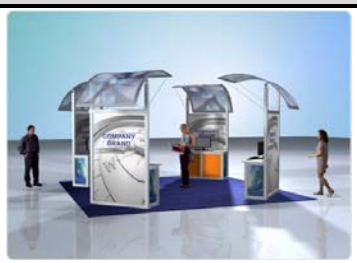
The Adams



Qty.	Description	Discount	Regular
	20' x 20'	12094.25	15722.55
Subtotal			

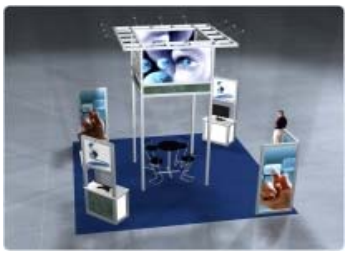
(66497)

The Tyler

Qty.	Description	Discount	Regular
	20' x 20'	8905.20	11576.75
Subtotal			

(66495)

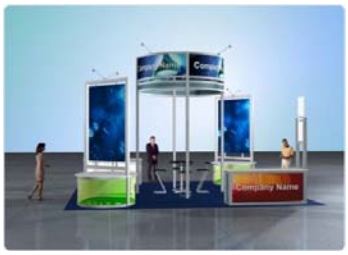
The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8720.60	11336.80
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	12985.45	16881.10
Subtotal			

(66499)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.
****Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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EXHIBIT RENTAL ACCESSORIES

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

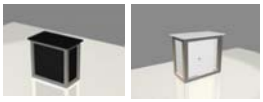
Event Code: L114450116

Discount Deadline: December 18, 2015

SHOWCASES AND LOCKING CABINETS

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Square Showcase
1' 9" W x 1" 9" D x 7' H



LC3
3' 9" W x 2' 3" D x 3' 6" H

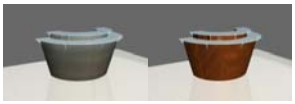
Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	1086.55	1412.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1172.70	1524.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	805.30	1046.90	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	977.30	1270.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	594.05	772.25	
Please choose panel color: ☐ Black (06) ☐ White (03)					

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9"W x 2' 3"D x 3' 3"H

RC3*
5' 3"W x 3' 3"D x 3' 6"H

CS1* ***CS2****
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	2241.05	2913.35	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	828.20	1076.65	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1796.50	2335.45	
66285		**CS1***	1044.80	1358.25	
66286		**CS2***	608.95	791.65	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	564.30	733.60	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	557.90	725.25	
66279		**GL2***	961.60	1250.10	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station*	1845.95	2399.75	

Gondola
3' 6" W x 1' 9" D x 5' H

GL1* ***GL2****
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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SIGN ORDER FORM

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Discount Deadline: December 25, 2015

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	172.20	223.85	
70010		Horz., 22" x 28"	172.20	223.85	
70011		Vertical, 28" x 44"	262.40	341.10	
70012		Horz., 28" x 44"	262.40	341.10	
70025		Meterboard, 39" x 90.75"	531.00	690.30	
Accessories					
70017		Blank Foamcore, 4'x 8'	46.80	60.85	
70021		Velcro, per ft, min. 5 ft.	3.00	3.90	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	21.85	28.40	
70071		grommets, per sq. ft. - Horizontal	21.85	28.40	
70066		Pockets, per sq. ft. - Vertical	23.45	30.50	
70072		Pockets, per sq. ft.- Horizontal	23.45	30.50	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	51.50	66.95	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**		Subtotal	$
Contact Name:		**Phone #:**		8.100% Tax*:	$
				Amount Due:	$

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM

~ Email attachment (4 mgs or smaller only)

~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)

~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat

~ Files should be formatted in high-resolution quality, 100-300 dpi

~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)

~ Logo reproduction (70052)

~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

UNION LABOR
Nevada is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. . All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

LABOR ORDER FORM

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	102.00	132.60	30% **	
68067		OT	153.00	198.90	30% **	
68068		DT	204.00	265.20	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	102.00	132.60	
68061		OT	153.00	198.90	
68062		DT	204.00	265.20	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	204.00	265.20	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
N/A Tax*: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

GROUND RIGGING/FORKLIFT RENTAL

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	309.00	401.75	
35039		Overtime Hourly Rental	385.50	501.25	
35067		Double-time Hourly Rental	462.00	600.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	618.00	803.50	
35049		Overtime Hourly Rental	771.00	1002.25	
35069		Double-time Hourly Rental	924.00	1201.25	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	927.00	1205.00	
35066		Overtime Hourly Rental	1156.50	1503.50	
35070		Double-time Hourly Rental	1386.00	1801.75	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	127.50	165.75	
35086		Overtime Hourly Rate	191.25	248.65	
35099		Double-time Hourly Rate	255.00	331.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	102.00	132.60	
35100		Overtime Hourly Rate	153.00	198.90	
35101		Double-time Hourly Rate	204.00	265.20	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

SHEPARD LOGISTICS SERVICES

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com

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FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____
(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
Army Navy Military Expo
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Warehouse Deadline January 7, 2016
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
Army Navy Military Expo
Rio All-Suite Hotel & Casino
3700 W Flamingo Rd
Las Vegas, NV 89103

Delivery date: January 16, 2016

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	TV/Monitor	
____	Other _____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

▪ **Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site**

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐
Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____
Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.

Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

SHIPPING LABELS

Army Navy Military Expo

ADVANCE SHIPPING ADDRESS LABELS

RUSH

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Army Navy Military Expo**

First day freight can arrive w/o a surcharge:
December 18, 2015
Last day freight can arrive w/o a surcharge:
January 7, 2016

RUSH

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Army Navy Military Expo**

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January 7, 2016

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Rio All-Suite Hotel & Casino

3700 W Flamingo Rd

Las Vegas, NV 89103

For: **Army Navy Military Expo**

MUST NOT BE DELIVERED PRIOR TO:

January 16, 2016 @ **8:00 AM**

RUSH

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Rio All-Suite Hotel & Casino

3700 W Flamingo Rd

Las Vegas, NV 89103

For: **Army Navy Military Expo**

MUST NOT BE DELIVERED PRIOR TO:

January 16, 2016 @ **8:00 AM**

HANGING SIGN SHIPPING LABELS

Army Navy Military Expo

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Army Navy Military Expo**

First day freight can arrive w/o a surcharge:
December 18, 2015
Last day freight can arrive w/o a surcharge:
January 7, 2016

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Army Navy Military Expo**

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December 18, 2015
Last day freight can arrive w/o a surcharge:
January 7, 2016

MATERIAL HANDLING AUTHORIZATION

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

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SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

After your first 200 lbs, all freight will be charged at $0.94 per lb up to 250 lbs. At 251 lbs, standard material handling charges will apply and be rounded to the next hundred weight.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$127.50	$191.25	$165.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$127.50		$165.75		
	Crated		Special Handling		
	35010 / 35013		35036		
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$63.75	$83.00	$127.50		
	Each carton	Special handling	Min. per shipment		
	35048	35268	35045		

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$114.75	$172.25	$149.25		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$114.75		$149.25		
	Crated		Special Handling		
	35393 / 35397		35392 / 35401		

Overtime

Overtime: 30% fee for each overtime application based on ST rate

Double Time

Double Time: 50% fee for each double time application based on ST rate

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	$
N/A Tax*:	$
Amount Due:	$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

STORAGE AUTHORIZATION FORM

Army Navy Military Expo
January 17 - 19, 2016
Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

MATERIAL HANDLING INFORMATION

Army Navy Military Expo

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Email: lasvegas@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

DISPOSAL FEE

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME **Surcharge: Overtime: 30% Double Time: 50%**

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME **Surcharge: Overtime: 30% Double Time: 50%**

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE **Surcharge: 25% Minimum: $50.00 35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

MIXED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES **Surcharge: 15% Minimum: $50.00 35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD **Surcharge: $30 per Shipment 35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS **Surcharge: $25.00 per forklift load 35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE **Surcharge: $25.00 per piece, Minimum $50.00 35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge: $10.50 per envelope 35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE **Surcharge: $100.00 each way 35108**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

Army Navy Military Expo

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

CARTLOAD MATERIAL HANDLING SERVICE

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.

Shepard understands several exhibitors will be driving in with their own materials. Shepard will provide a special, customized POV delivery service for exhibitors who arrives on site in a Personally Owned Vehicle (rental vehicles, such as U-Hal, Penske, etc. do not qualify). Each load must fit within a 4'x4' stack on the skid and will be charged one skid rate per 4'x4' stack or delivery. Maximum weight per skid not to exceed 250 lbs. If the weight exceeds 250 lbs standard material handling will apply

Code	# of trips	Item Description	Rate	Amount
ROUNDTRIP TIME RATES				
35158		Cartload Round Trip	135.00	

Subtotal	$
N/A Tax:	$
Amount Due:	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

Event Code: L114450116

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.
Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.
** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Army Navy Military Expo

January 17 - 19, 2016

Rio All-Suite Hotel & Casino - Las Vegas, Nevada

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
$1,000,000 Per Occurrence / $2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

_____ **1 Day - $89.00**

_____ **2-5 Days - $109.00**

_____ **6-30 Days - $400.00**

_____ **Six Months - $500.00**

_____ **Annual - $950.00**

_____ **Additional 5% of total premium to increase general aggregate to $2,000,000**

Why wait? Visit our website www.insurance4exhibitors.com to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

_____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.
This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program adminstrator.

Any person who knowingly presents a false or fraudelent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____

Exp. Date _____ Authorized Amount _____ CID / CIV Code _____

Cardholder Address: _____

_____

Authorized Signature Date

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

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Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

ENCORE EVENT TECHNOLOGIES
A Freeman Company

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encore-us.com

Booth Number:	**To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	**Installation cannot begin until order is finalized and payment method has been received**

ELECTRICAL SERVICES	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**	**QUANTITY OF 24 HOUR POWER**	**SUBTOTAL**
120 VOLTS - 500 WATTS OR **5 AMPS**	$86.00	$130.00			
120 VOLTS - 1000 WATTS OR **10 AMPS**	$150.00	$230.00			
120 VOLTS - 2000 WATTS OR **20 AMPS**	$200.00	$300.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	$310.00	$465.00			
ELECTRICAL MATERIALS	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**		
6' OUTLET PLUG STRIP	$25.00	$30.00			
25' EXTENSION CORD	$25.00	$30.00			
PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS					
ADDITIONAL ELECTRICAL SERVICES	**ADVANCED ORDER RATE**	**STANDARD ORDER RATE**	**QUANTITY**	**QUANTITY OF 24 HOUR POWER**	
208 VOLTS SINGLE PHASE 30 AMPS	$395.00	$590.00			
208 VOLTS SINGLE PHASE 60 AMPS	$640.00	$960.00			
208 VOLTS SINGLE PHASE 100 AMPS	$980.00	$1,475.00			
				SUBTOTAL	
PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE					
ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE				**10% SERVICE FEE**	
ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQURE ELECTRICAL LABOR				**MATERIAL AND SERVICES TOTAL**	
LABOR RATES: STRAIGHT TIME - $100.00 OVERTIME - $200.00				LABOR TOTAL	
MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE				**GRAND TOTAL**	

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT THE PALMS LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encore-us.com

Booth Number:	**To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH:
EXHIBITING COMPANY NAME:	
ONSITE CONTACT:	ON-SITE PHONE:
ORDERED BY:	EMAIL ADDRESS:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____

Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____

rev. 3/1/15

ENCORE EVENT TECHNOLOGIES
A Freeman Company

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encore-us.com

Booth Number:	**To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
INSTALL Date & Time:	**DISCONNECT** Date & Time:
EXHIBITING COMPANY NAME:	
BILLING ADDRESS:	

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:

ORDERED BY:	EMAIL ADDRESS:
CREDIT CARD TYPE: EXP. DATE:	CREDIT CARD NUMBER:
CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:

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INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	**NO REFUNDS ONCE SERVICE INSTALLATION BEGINS**		**Installation cannot begin until order is finalized and payment method has been received**		
INTERNET SERVICES	**Advanced Event Rate**	**Standard Event Rate**	**Quantity**		**Subtotal**
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. **3Mbps bandwidth**	$300.00	$450.00			
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. **5Mbps bandwidth**	$500.00	$750.00			
Room/Booth Connect - 1 device, single location, **up to 10 Mbps via shared VLAN**, wired Ethernet connection	$1,000.00	$1,500.00			
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. **20Mbps dedicated bandwidth**	$5,000.00	$7,500.00			
Additional Devices - (Booth Connect & Event Connect only)	$50.00	$75.00			
Additional Locations - (Event Connect only)	$250.00	$330.00			
Additional Bandwidth - (Event Connect only) **5Mbps bandwidth**	$1,000.00	$1,250.00			
Hub Rental - 8, 16 or 24 port 10/100 Hub ($100 replacement value)	$100.00	$150.00			
Cable Rental - Cat5e patch cable up to 50' length	$50.00	$75.00			
Technician Labor - Hourly Rate - Straight Time	$100.00	$125.00			
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
				Services Total	
ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE				**10% Service Fee**	
LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				**Subtotal**	
				LABOR FEE	
NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION					
				GRAND TOTAL	

Rio Las Vegas, Encore Event Technologies, Inc. and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF RIO LAS VEGAS Prices Subject to change without Notice

Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.

3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.

6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.

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14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

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Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

ENCORE EVENT TECHNOLOGIES
A Freeman Company

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT RIO LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encore-us.com

Booth Number:	**To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.**	**EVENT NAME:**

EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
INSTALL Date & Time:		**DISCONNECT** Date & Time:	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:		ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	**NO REFUNDS ONCE SERVICE INSTALLATION BEGINS**			**Installation cannot begin until order is finalized and payment method has been received**	
WIRELESS INTERNET PACKAGES	**Advanced Event Rate**	**Standard Event Rate**	**Quantity**		**Subtotal**
PACKAGE #1 UP TO 10 CONCURRENT DEVICES	$1,000.00	$1,250.00			
Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.					
PACKAGE #2 UP TO 25 CONCURRENT DEVICES	$1,750.00	$2,187.50			
Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access.					
PACKAGE #3 UP TO 50 CONCURRENT DEVICES	$3,500.00	$4,375.00			
Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.					
ADDITIONAL BANDWIDTH	$1,000.00	$1,250.00			
Includes **5Mbps** of additional bandwidth to the existing network/location.					
ADDITIONAL 25 CONCURRENT DEVICES	$1,000.00	$1,250.00			
Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network area.					
ADDITIONAL COVERAGE AREA/SEPARATE LOCATION	$1,000.00	$1,250.00			
Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.					
CUSTOM SPLASH PAGE	CALL FOR PRICING				
Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.					
CUSTOM LANDING PAGE	CALL FOR PRICING				
Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.					
Technician Labor - Hourly Rate - Straight Time	$100.00	$125.00			
* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.					
NOC ENGINEER - Daily Rate	$1,000.00	$1,250.00			
NETWORK ENGINEER - Daily Rate	$1,500.00	$1,875.00			
Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices					
Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.					
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE				**SERVICE TOTAL**	
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.				10% Service Fee	
				SUBTOTAL	
				* LABOR FEE	
				GRAND TOTAL	

Rio Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF RIO LAS VEGAS

Prices Subject to change without Notice

Terms and Conditions:

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Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encore-us.com

Booth Number:	**To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH:
EXHIBITING COMPANY NAME:	
ONSITE CONTACT:	ON-SITE PHONE:
ORDERED BY:	EMAIL ADDRESS:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____

Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____

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EXHIBITOR ORDER FORM

Exhibitor Price Guide

Information

Event Name_____Company_____Billing Name_____
Billing Address_____City_____State_____ Zip_____Phone_____
Fax_____Email_____Room/Booth_____
Load In Date_____Time_____ Load Out Date_____Time_____
Onsite Contact_____Onsite Contact Phone #_____

Credit Card Authorization

Type of Card ○ Visa ○ Mastercard ○ AmEx ○ Discover Credit Card Account #_____
Expiration: Month_____Year_____Security code*_____** 3 digit number on back of Visa, MC & Discover. 4 digit number on front of AmEx card.*
Card Holder Name_____Cardholder Signature _____

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.
To receive PRE SHOW

To receive PRESHOW rates Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be processed at the LATE ORDER rate. **ALL EQUIPMENT PRICES ARE PER DAY** unless otherwise stated.

Video Equipment

	Qty	Days	Preshow	Late Order	Total
42" Plasma (16x9)			$700.00	$750.00	
50" Plasma (16x9)			$860.00	$910.00	
61" Plasma (16x9)			$1,575.00	$2,000.00	
6' Plasma Stand			$100.00	$150.00	
46" LCD Monitor			$700.00	$750.00	
52" LCD Monitor			$860.00	$825.00	
6' LCD Monitor Stand			$100.00	$150.00	
DVD Player			$90.00	$140.00	
Blu-ray Player			$135.00	$185.00	
DVCAM Player/ Recorder			$435.00	$475.00	
LCD Projector 4000 lumens			$610.00	$660.00	
LCD Projector 5000 lumens			$960.00	$1010.00	
32" Roll Cart w/ Skirt			$35.00	$85.00	
54" Roll Cart w/ Skirt			$44.00	$94.00	
Flipchart Package			$55.00	$105.00	
Display Easel			$30.00	$80.00	

Computer Equipment

17" LCD Monitor					
20" LCD Monitor			$100.00	$125.00	
32" LCD Monitor			$170.00	$225.00	
Laptop Computer			$280.00	$325.00	
Desktop Computer w/ 19" flat panel monitor			Call for pricing		
Wireless Presentation Mouse			Call for pricing		
			$145.00	$195.00	

Screens

Tripod 6'x6'					
Tripod 8'x8'			$75.00	$125.00	
Cradle 10'x10'			$75.00	$125.00	
			$95.00	$145.00	

Rigging & Staging

RIGGING & STAGING

	Qty	Days	Preshow	Late Order	Total
20' Scissor Lift			$350.00	$400.00	
Wooden Podium			$155.00	$205.00	
Riser- 4'x8' Section			$190.00	$240.00	
16'-22' Black Velvet Drape			$21.00/ft	$23.00/ft	

RIGGING LABOR

All rigging is subject to at least 1 rigger. Each rigger is $110 hr with 4 hr minimum.

		$110.00/ per hour	
Additional labor charges will apply for booths outside the expo room.			

Audio Equipment

UHF Combo (check one) ○ HH or ○ Lav ○ Headset			$195.00	$225.00	
Wired Microphone			$39.00	$50.00	
Small Powered Speaker			$75.00	$80.00	
Large Powered Speaker			$100.00	$130.00	
Direct Box for Computer Audio			$29.00	$50.00	
12 Channel Mixer			$155.00	$170.00	
CD Player			$80.00	$85.00	
Small Speaker Package 2 ART322 Speakers, 2 Stands, 1 Wired Mic, 1 Mixer			$400.00	$425.00	
JBL VRX PRO Audio 4 VRX Speakers, 4 Stands 1 Wired Mic, 1 Small Effects, 1 Mixer			$700.00	$800.00	

Your Totals

Total Equipment Charges	
Labor Charges ($198 min., 2hrs. @ $99/hr, for load in/out)	
24% Service Charge ($22.00 minimum)	
TOTAL DUE	

CANCELLATION
Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF RIO.

RIO ALL-SUITE HOTEL & CASINO LAS VEGAS

PLEASE FAX THE COMPLETED FORM TO 702-777-7811

ENCORE EVENT TECHNOLOGIES
A Freeman Company

UNIQUE. CREATIVE. INNOVATIVE. www.encore-us.com P: 702-777-7853 F: 702-777-7811 E: Rio@encore-us.com

BANNERS/ HANGING SIGNS

Exhibitor Order Form

ORDER EARLY AND SAVE

Exhibiting Company Name_____

Exhibiting Company Address_____

City_____State_____Zip Code_____

Country_____Ordered by_____

Phone (_____)_____Ext_____Fax (_____)_____

Email_____Event Name_____

Room #_____On-Site Contact_____BEO/REF#_____

Deliver Date_____Time_____

Pickup Date_____Time_____

Exhibitor Credit Card Authorization

Cardholder Name:_____Credit Card Type_____Exp Date_____Security Code_____

Credit Card Account #_____Signature_____

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.
To receive the Advance rates listed below, Encore must receive your order, with credit card information, no later than 14 days prior to show opening. All other orders will be subject to the appropriate Onsite Rates detailed below.

Terms and Conditions

- Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore Productions 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Rio has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.

Note: You should contact your general service contractor for shipping instructions for all hanging signs.

Electrical Charges are NOT included in Banner / Hanging Sign Prices.

Labor Rates to Hang Signs

Straight Time (Mon-Fri 8am-5pm) $110.00 per hour

Overtime (After 8 hours) $165.00 per hour

Doubletime (After 12 hours) $220.00 per hour

Rio nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Rio should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

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BANNERS/ HANGING SIGNS

Exhibitor Order Form

Labor Estimate

	LOAD-IN DATE	LOAD-IN TIME	HOURS	TOTAL
INSTALLATION				
2 Riggers (4 hour minimum)				
DISMANTLE				
2 Riggers (4 hour minimum)				

Sign Information

TYPE OF SIGN

- O Banner
- O Pockets
- O 1 sided
- O Grommets
- O Wood
- O 2 sided
- O Structural
- O Other
- O Metal
- O System

SHAPE OF SIGN

- O Square
- O Other
- O Triangle _____
- O Circle
- O Rectangle

NUMBER OF FEET FROM THE FLOOR TO TOP OF SIGN _____

DIMENSION & WEIGHT OF SIGN

Height	Length
Width	Weight

Rigging Equipment

CHAIN MOTORS	PRE SHOW	LATE ORDER	QTY	TOTAL
Scissor Lift	$350.00	$400.00		
1/2 Ton Hoist	$190.00	$240.00		
1 Ton Hoist	$190.00	$240.00		
10′ - 12″ Box Truss	145 per stick	195 per stick		
10′ - 20.5″ Box Truss	175 per stick	225 per stick		
Special Rigging Pkg*	Call for pricing			
	Estimated Total for Rigging Equipment			

Materials- Cables, clamps, connectors, etc., charged accordingly, if not supplied with sign.

*Customer retains custom Rigging Pkg at conclusion of show.

Location of Sign

Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed.
Please fill in the booth numbers of all neighboring booths.
For island and peninsula booths, indicate all across-the-aisle neighboring booths.

Exhibitor's Initials _____

Feet in from FRONT Aisle:_____
Booth #:_____

Front Side

Feet in from LEFT Aisle:_____
Booth #:_____

Left Side

Right Side

Feet in from RIGHT Aisle:_____
Booth #:_____

Back Side

Feet in from BACK Aisle:_____
Booth #:_____

HANGING / RIGGING IS AN EXCLUSIVE SERVICE OF RIO

PLEASE FAX THE COMPLETED FORM TO 702-777-7811

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UNIQUE. CREATIVE. INNOVATIVE. www.encore-us.com P: 702-777-7853 F: 702-777-7811 E: Rio@encore-us.com

MAIL OR FAX FORMS WITH PAYMENT TO :

ENCORE EVENT TECHNOLOGIES AT THE PALMS LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 777-7708 Fax: (702) 777-6865 Questions Email:services@encore-us.com

Booth Number:	**To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.**	**EVENT NAME:**

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH:
EXHIBITING COMPANY NAME:	
ONSITE CONTACT:	ON-SITE PHONE:
ORDERED BY:	EMAIL ADDRESS:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____

Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____

rev. 3/1/15